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Executive Assistant to DCI Document No. 068 7 November 1952

Director of Training

Weekly Summary Report

~~NO CHANGE in Class. ☐~~

~~☐ DECLASSIFIED~~

~~Class. CHANGED TO: TS S (C)~~

~~DDA Memo, 2 Apr 77~~

~~Auth: DDA REG. 77/1700~~

~~Date: 25/01/78 By: 000~~

1. The Basic Intelligence Course of six weeks is in process of review in preparation for training new professional personnel coming into the Agency. Consultations have been held by the Director of Training with appropriate Assistant Directors in order to obtain their views, recommendations, and training requirements.

2. The first Rapid Reading Retention Program is scheduled for the first week in December. The Reading Improvement Branch has divided the backlog of over 500 requests into four parts - Junior Officer Trainees, personnel from the Offices of the DD/I and DD/A, personnel from the Offices and Staffs of the DD/P, and provisionally-cleared people. This will be a continuous program available to employees six weeks, six months, and a year after their initial rapid reading training.

3. Plans have been completed to begin the CIA Human Resources Program for five groups of supervisors in OCD beginning on 10 November.

4. The Chief, Orientation and Briefing Division has been requested by the Inspection and Security Office to give a special presentation on the inter-relations between security and the functions of the Agency for a group of investigators.

5. The Offices of the DD/P and the Office of Training have held several meetings and are making plans for future full utilization [redacted] Owing to recent program changes, project and ceiling cuts, the DD/P Offices have not been able to supply [redacted] students in the numbers originally planned for. In view, however, of [redacted] recent assignment as Chief, [redacted] it was felt that he should be given sufficient time to review his plans and capabilities for [redacted] 25X1A14a [redacted] training before other utilization is made of the training facilities [redacted]. [redacted] will supply the Office of Training with his requirements on Tuesday, 11 November, at which time the Office of Training will determine subsequent use for the training facility. The Office of Training is prepared at this time, and with the approval of the DD/P, to fully utilize [redacted] for 25X1A6a other types of training now being conducted in Washington and elsewhere should the requirements of [redacted] activities be insufficient to fully utilize the [redacted] 25X1A14a

25X1A6a  
25X1A14a  
25X1A9a  
25X1A8a  
25X1A14a  
25X1A6a

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6. The first Stay-Behind Course will be offered on 24 November. The initial presentation will be in the nature of a small seminar in which it is anticipated that a number of experienced officers from the operating divisions will participate, so as to contribute to the development of the material. In order to facilitate the attendance of staff officers whose responsibilities might not give them the opportunity to attend a full-time training course, the first course will be given on a half-day basis over a three-weeks period.

7. As of 7 November, 336 CIA personnel are enrolled in TR(S) training courses, 269 in TR(O) courses, and 221 in external training, making a total of 826 in training programs under the jurisdiction of OTR as a whole.

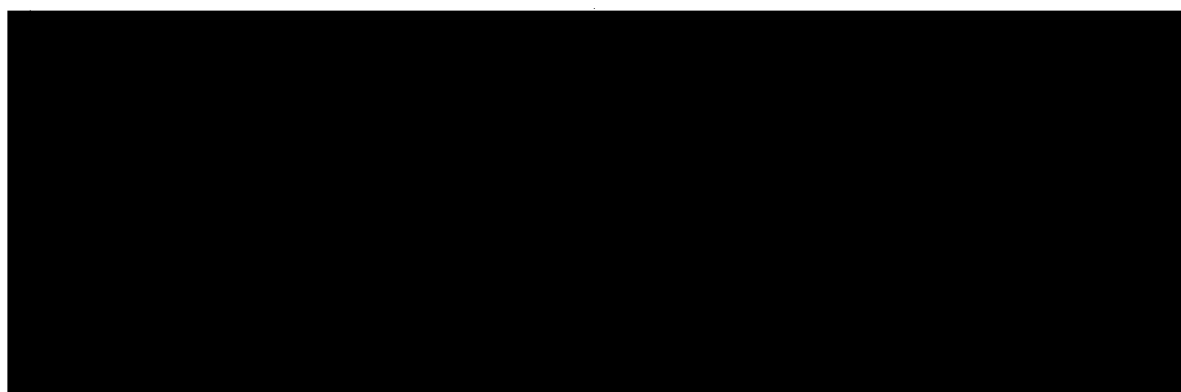
MATTHEW BAIRD

MB:brc

cc: DD/A  
DD/I  
DD/P

FOR INFORMATION OF DD/P ONLY

25X1A



25X1A2d3

25X1C8a

25X1A2d3

25X1C8a

Project [REDACTED] for SE/[REDACTED] is scheduled to commence on Thursday, 6 November 1952. This project involves the training of four [REDACTED].

25X1A

Special Training Project [REDACTED] for EF/FI involving the training of one [REDACTED] Chief Organizer was completed on Friday, 31 October 1952.

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